United Nations ST/IC/2001/12

Secretariat

5 February 2001

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **2001 competitive examination for Spanish Language Coordinator**

1. The purpose of the present information circular is to invite applications from staff members of the Secretariat at the P-2 level and below who wish to take the competitive examination for Spanish Language Coordinator in 2001, in accordance with the provisions of ST/AI/1998/7 of 23 March 1998. The post of Spanish Language Coordinator is classified at the P-2 level.

2. A competitive examination for the post of Spanish Language Coordinator will be held **on 19 April 2001** in New York, Geneva and other locations according to the number and location of qualified candidates convoked for the examination. The purpose of this examination is to establish a roster from which present and future vacancies for Spanish Language Coordinator in the Learning Service of the Office of Human Resources Management will be filled.

3. The Spanish Language Coordinator is responsible for developing and administering courses in Spanish language and communications skills for United Nations staff as well as staff from other United Nations organizations and staff in the permanent missions to the United Nations. Acting as the team leader, the Spanish Language Coordinator supervises the Spanish language teachers; conducts needs analyses; sets programme objectives; oversees the design of courses and workshops; ensures that appropriate methodologies are used; serves as a project facilitator and supervisor for special pedagogical projects; prepares teaching and examination schedules; prepares, administers, and supervises language examinations and tests, including the Spanish Language Proficiency Examination; works closely with the other language coordinators and the Officer-in-Charge to ensure the excellence of the Language and Communications Programme; and carries out other staff development activities when requested.

4. The examination is open to staff members of the Secretariat, including those in the General Service and related categories, as well as to qualified external applicants.

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* Expiration date of the present circular: 31 December 2001.

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5. Staff members of the Secretariat applying for the examination must:

(a) Have Spanish as their main language;[1]

(b) Hold an advanced university degree in Spanish language teaching methodology, second language acquisition, linguistics, applied linguistics or a related field. Degrees with special emphasis on the theory and practice of teaching Spanish as a second or foreign language to adult learners are desirable;

(c) Have at least five years' recent experience in Spanish language teaching or programme management, including teacher training and development. This experience should be in programmes either for adults who have received their secondary school diploma or for university students;

(d) Have recent experience in curriculum development and the design of courses in Spanish language and communication skills, preferably in a work-related setting;

(e) Have experience using multimedia, video and/or computer-assisted language learning technology to enhance language learning;

(f) Possess good knowledge of word-processing and database applications.

6. Working knowledge of English or French is required. Knowledge of additional official languages of the United Nations is desirable. The Board of Examiners, appointed by the Assistant Secretary-General for Human Resources Management, requires that candidates' claims to knowledge of United Nations official languages be supported by relevant documentation in their official status files. Staff members who have been enrolled in the United Nations Language and Communications Programme in any of the languages claimed must have passed the United Nations Language Proficiency Examination in that language. Candidates who have not attended United Nations language courses in the languages claimed must substantiate their claims to knowledge of those languages. For this purpose, staff members should attach to their application either photocopies (not originals) of either diplomas or certificates from language schools or a brief explanation of how they acquired their knowledge of the languages claimed.

7. The Board of Examiners will review all applications and invite the best-qualified candidates to take the examination. Candidates who are invited to sit for the examination will be notified in writing by the Board. Only candidates who have been selected to sit for the examination will receive written notification from the Board. **The Board's decisions are final.**

8. The written examination will consist of the following two sections:

Section 1:

(a) Essay questions (in Spanish) dealing with second language acquisition, language teaching methodology, language and communications skills training and curriculum course design (1½ hours);

(b) Knowledge of Spanish language syntax and usage (in Spanish) (30 minutes).

It should be noted that section 1 is eliminatory. Only candidates who are successful in section 1 will have their other papers marked.

[1] Candidates' claims to Spanish as their main language must be supported by relevant documentation in their official status files.

Section 2:

(a) Essay questions (in Spanish) dealing with teacher supervision and observation of language and communications skills courses (1 hour);

(b) Practical problems related to working as a team leader or team member in the Language and Communications Programme (in Spanish) (30 minutes);

(c) Essay questions (in English or French) dealing with Spanish Language Programme management and administration (30 minutes).

The use of a dictionary or any other reference material is not permitted during the examination.

9. On the basis of the results of the written examination, the Board of Examiners will invite selected candidates to the second part of the examination, which will include an assessment of the candidates' personal qualities, professional experience, ability to apply language learning theories and concepts on the job, basic knowledge of the United Nation and ability to work as a member of a team. Applicants are reminded that the second part of the examination is an integral part of the selection process.

10. On the basis of the overall results of the examination, the Board will recommend to the Assistant Secretary-General for Human Resources Management the names of candidates who qualify for inclusion in the roster. All candidates admitted to the examination will be informed in writing of the Board's final recommendation in respect of their candidature. The Board's recommendations are not subject to appeal. The Board does not release individual results. The candidate selected to fill the vacancy will be offered an appointment as Spanish Language Coordinator for a trial period of two years.

11. Staff members at the P-1 level or below selected to fill this vacancy will be assigned to the P-2 level for a trial period of two years. Staff members who are already at the P-2 level will be assigned at that level.

12. Staff members applying to take the examination should complete the attached form and submit it, **no later than 19 March 2001**, to:

2001 competitive examination for Spanish Language Coordinator
Examinations and Tests Section
Specialist Services Division
Office for Human Resources Management
Room S-2575E
United Nations Secretariat
New York, NY 10017
U.S.A.
Fax No: (1-212) 963-3683

Applications received after the above deadline will not be considered. Applications must be sent by mail or faxed. Applications sent electronically will not be considered.

13. Only those candidates who are invited to sit for the examination will receive the detailed schedule of the examination to which they are convoked. This information will be attached to the candidate's letter of convocation.

Application

2001 competitive examination for Spanish Language Coordinator[a]

Index No. ☐☐☐☐☐☐

Last name ☐☐☐☐☐☐☐☐☐☐☐☐ Category ☐☐ Level ☐☐

First name ☐☐☐☐☐☐☐☐☐☐☐☐ Male ☐ Female ☐

Date of entry on duty: Month ☐☐ Year ☐☐☐☐

Type of contract: _____ Expiration date: _____

Department/Office:[b] _____ Duty station: _____

Room No. _____ Tel. extension _____ Fax extension _____ Email _____

Have you taken this examination before? Yes ☐ in (year) ☐☐☐☐ No ☐

Have you taken another United Nations competitive examination? Yes ☐ in (year) ☐☐☐☐ No ☐

If yes, which examination(s): _____

What is your mother tongue and main language?[c] ☐☐☐☐☐☐☐☐☐☐☐☐☐☐

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[a] Staff members applying for this examination must complete this section. In addition, staff members must attach written proof of claimed secondary educational qualifications from establishments at which Spanish is the principal language of instruction. Written proof of claimed post-secondary education must also be attached unless the applicant was convoked for the G to P examination for promotion to the Professional category or for another language examination. Applications that are incomplete or that do not include essential information will not be considered. As extensions for receipt of applications in the Examinations and Tests Section of the Specialist Services Division will not be granted, staff members are advised to submit their applications without delay.

[b] Staff members should indicate the department or office to which they are currently assigned e.g., DGAACS, OCS, ECE, UNCTAD, UNOG, UNOV or other (please specify).

[c] Candidates' claims to Spanish as their main language must be supported by relevant documentation in their official status files.

A. University degree(s) or equivalent or post-secondary educational qualifications[d]

Name of institution, place and country	*Language of instruction*	*Attended*		*Degree or equivalent*	*Main field of study*
		From (month/year)	*To (month/year)*		

B. Describe your work experience (giving dates and length of time) in Spanish language programme management, teacher supervision, curriculum development and communication and writing skills training for adult learners. Also, indicate any international experience you may have.

[d] Give the exact name and title in the original language. Copies of university degrees must be attached.

C. Indicate your experience using multimedia, video, the Internet and computers for Spanish language programme development and teaching, language testing and programme management. Specify the software you are currently using (i.e., word-processing, databases, spreadsheets) and whether you have experience in Web design.

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D. Knowledge of other languages[c]

Language(s)	*United Nations language programme (indicate highest level and date)*	*Courses taken at other institutions (name and location)*

[c] In accordance with the provisions of paragraph 6 of the present circular, candidates claiming knowledge of official languages of the United Nations must submit relevant documentation to substantiate their claims.

E. Indicate your ability in each of the languages mentioned in section D above

	Read		*Understand*		*Speak*		*Write*	
Language	*Easily*	*Not easily*	*Easily*	*Not easily*	*Fluently*	*Not fluently*	*Easily*	*Not easily*

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date: _____ **Signature:** _____